

LEGAL ASSISTANT I
LEGAL ASSISTANT II

DEFINITION:

To assist attorneys in preparing cases for trial and handling administrative and business matters ; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Positions in these classes are generally found in the Departments of the District Attorney, Public Defender and the Alternate Public Defender. Legal Assistants I/II are trained paralegal, paraprofessional classes primarily responsible for assisting attorneys in preparing criminal cases for trial. The Legal Assistant series differs from Graduate Law Clerk class in that incumbents in the latter are hired only on a temporary basis and are qualified as a recognized law school graduate performing professional legal work.

Legal Assistant I:

This is the entry level class in the Legal Assistant series. Under general supervision, incumbents are responsible for conducting progressively more responsible legal research and preparing documents.

Legal Assistant II:

This is the journey-level class in the Legal Assistant series. Under direction, incumbents are responsible for independently performing the full range of paralegal duties.

EXAMPLES OF DUTIES:

Assists in preparing and conducting legal determinations on the sources of law and systems by which the law is administered and enforced; conducts legal research and consults research for briefs in support of pre-trial and trial motions and pleadings; analyzes legal opinions, facts, legal inquiries, and rulings; prepares legal documents and reports during legal proceedings; organizes exhibits and other documents for administrative hearings, appeals, or presentations before the Board of Supervisors; reconciles and summarizes investigations, pleadings, and motions; interviews witnesses; arranges witness appearances for trial testimony; performs emergency research and other tasks as deemed necessary; assists attorneys by taking comprehensive notes, developing legal positions, and preparing interrogatories; and files documents in the proper court system.

MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: I = I
 II = II

Knowledge of:

I	II	Methods and techniques of legal research as required to review and evaluate the sources of law and the systems by which the law is administered.
T	T	Legal principles, processes and practices.
T	T	Legal terminology, forms of actions, and procedures.
G	T	Federal and state codes, laws, statutes, court systems, and procedures.
G	T	Interviewing techniques.

Skills and Ability to:

The following skills and abilities apply to both classes:

- Perform legal research and analyze a variety of legal documents, files, records, etc.
- Read comprehensively and prepare concise written summaries.
- Conduct interviews of witnesses.
- Prepare affidavits, drafts of resolutions, declarations, complaints, motions, petitions, accounting ledgers and other legal documents.
- Read, understand, and interpret, applicable state and federal codes, laws and statutes.
- Effectively communicate in oral and written form to present arguments and factual statements on legal issues.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which would likely demonstrate the knowledge and/or skills stated above. Examples of such education/experience are:

Legal Assistant I:

1. Completion of an American Bar Association approved paralegal program; OR,
2. Completion of an associate's degree or higher in paralegal studies from an accredited college or university; OR,
3. At least eighteen (18) months of full-time paralegal experience in a law or government office assisting attorneys in preparing cases for trial; OR,
4. Completion of a Certified Legal Assistant (CLA) program.

Legal Assistant II:

1. Completion of an American Bar Association approved paralegal program, AND, at least two (2) years of full-time journey level paralegal experience in a law or government office assisting attorneys in preparing cases for trial; OR,
2. Completion of an associate's degree or higher in paralegal studies from an accredited college or university, AND, at least two (2) years of full-time journey level paralegal experience in a law or government office assisting attorneys in preparing cases for trial; OR,
3. Completion of a Certified Legal Assistant (CLA) program, AND, at least two (2) years of full-time journey level paralegal experience in a law or government office assisting attorneys in preparing cases for trial; OR,
4. At least two (2) years as a Legal Assistant I in the County of San Diego.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**Notes:**

Legal secretarial or clerical experience is not qualifying.

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Background Investigation:

Must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. Prior to appointment, candidates for positions in the District Attorney's office will be subject to a background investigation.